


Instructions for Completing Procurement Review Form – Standard

1. Click on the link titled [Procurement Review Form – Standard Form](#).
 - a. *Note: PR Form MUST be downloaded prior to completing.*
2. **Downloading Instructions** - Click the download button located at the top of the screen to download the PDF File. If you try to complete the form in web browser, your information will NOT save.
 - a. Depending on the Internet Browser you are using, the download button could look like one of the following: 
 - b. Find an easily accessible location on your computer, and 'Save' the file.
 - i. Please title this file using this format: *Agency Code - School Name - PR (Example: 123456-XYZ School District-PR)*
3. **Completing PR Form** - Re-open the file you just saved in step 2.
4. After completing questions 1-3, click into the first grey box, and begin typing.
5. To progress through the form, you can use the 'Tab' key on your keyboard, or you can scroll through the form using your computer mouse.
6. **Save your work** - Due to how PDF files are saved, you have a two options for saving the document.
 - i. Click 'Save As', and once again, save the file as another version, OR you can replace the existing version from step 2.
 - ii. When you exit out of the PDF File, the program will ask if you would like to 'Save'; click 'Yes' to save the file.
7. When you are finished, attach completed PR Form to an email, and send to Alex.Zitske@DPI.WI.Gov

The Procurement Review Form is a PDF file. If you are having trouble viewing the PDF file, follow these steps:

- Visit the [Adobe Acrobat Reader](#) website.
- Click **Install now**
- A new page will open, with **Adobe Acrobat Reader DC** at the top.
 - The checkbox to **Install the Acrobat Reader Chrome Extension** is Optional, but is not required for functions performed within this review.
 - Additionally, under **Optional offer**, make sure to uncheck any unwanted add-ons as they are also optional, and not required for functions performed within this review.
- Click **Install now**

- Depending on which internet browser you are using, a file will appear at the bottom of your screen. Click on the file, and 'Save' in a location of your choosing.

Still having trouble, contact a Procurement Reviewer, and a copy of the PR Form can be email to you.